



CITY OF SAN JOSÉ, CALIFORNIA
DEPARTMENT OF TRANSPORTATION

DIVISION MANAGER – TRAFFIC SAFETY

UNIQUE OPPORTUNITY

This position offers a unique opportunity for an experienced Transportation professional with exceptional communication, leadership, analytical and management skills to showcase their talents leading teams in developing and implementing a multi-faceted Vision Zero traffic safety program, addressing neighborhood and development related traffic concerns, and implementing a variety of traffic safety projects. With anticipated near-term retirement of senior level management positions in the Department, a highly experienced and qualified candidate would have an opportunity for further advancement.

THE COMMUNITY

San José, California is a unique place, playing a vital economic and cultural role within North America. San José is fortunate to be the largest and most urban city within Silicon Valley, known for the nation's largest number of leading innovation companies. San José is also home to an energetic, talented and diverse population. Located roughly 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, the City is in a valley surrounded by the Diablo and Santa Cruz mountain ranges and enjoys an average of 300 days of sunshine a year.

San Jose's quality of life is unsurpassed. Those living and working in San José have access to the City's many attractions, cultural and performing arts, and recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit. Nearby open space provides easy access to mountain parks, trails, lakes, and streams. San José has received accolades for its living and working climate from publications including Business Week and Money Magazine, as well as other national media. Recently, Sperling's Best Places rated San Jose #1 as the healthiest city in America. The downtown area is home to modern high-rise housing, renovated theaters, and cultural attractions. Nightlife options include ballet, opera, symphony, live theater, nightclubs, and restaurants; and inquiring minds are served at the Tech

Museum of Innovation, the Museum of Art, and the Children's Discovery Museum.

Seventeen public school districts and over 300 private and parochial schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in math and science, international studies, and more. San Jose State University is the leading engineering and business school supporting Silicon Valley. Other nearby universities include Santa Clara University, Stanford University, and three University of California campuses.

THE DEPARTMENT

The Department of Transportation (DOT) has approximately 450 employees and an annual Operating and Capital Budget of \$285.5 million. DOT is a customer-focused, goal-oriented organization responsible for services that provide for the safe and efficient movement of people by all travel modes. It plans and programs capital improvements for vehicles, bicyclists, pedestrians, and transit users to meet the needs of residents and businesses; operates the City's parking and traffic systems in a manner that is sensitive to community needs; and repairs and maintains the City's assets in 2,400 miles of street right-of-way including a massive infrastructure of pavement, sidewalks, landscaping, traffic devices, streetlights, sewers and storms drains.

TRANSPORTATION SAFETY, OPERATIONS AND PARKING DIVISION

The Transportation Safety, Operations and Parking Services Division is responsible for promoting traffic safety, traffic signal operations, and intelligent transportation systems. The division also manages the City's parking program, which includes on- and off-street parking facilities, parking compliance, and special event parking and traffic management.

Safe Streets is one of the DOT's five Strategic Goals and Priorities in addition to: Balanced Transportation, Quality Infrastructure, Innovation & Technology, and People & Teams

Safe Streets' Goal: Improving our street system to ensure safety for all people and modes of travel, ultimately eliminating all traffic fatalities and dramatically reducing severe injury crashes. Through our Vision Zero initiative, focus our collective efforts and resources as creatively, effectively, and intensively as possible to fundamentally ensure safety on our streets.

THE POSITION

Reporting to a Deputy Director, the Traffic Safety Division Manager oversees a staff of 20 engineers and non-technical staff, and is responsible for delivering results in the following three areas:

The **Traffic Management** program works directly with the community, schools and Council Offices; reviews development plans; and, conducts a variety of engineering studies to mitigate adverse traffic impacts in neighborhoods and school zones, and to provide for the safe and efficient movement of vehicles, pedestrians and bicyclists.

The **Vision Zero San Jose** program uses a multifaceted approach to improve traffic safety so that mistakes on our roadways don't result in severe injury or death. This position will also oversee the development and delivery of **Traffic Safety Projects**. These include various roadway projects to improve safety for all roadway users, with a focus on pedestrians, bicyclists, seniors and children; and neighborhood traffic calming.

Key responsibilities of the position include:

- Plan, direct, guide and evaluate accomplishments of program activities
- Prioritize and implement division activities to maximize traffic safety improvements.
- Lead and motivate staff by establishing goals, creating an innovative work environment, maximizing development opportunities and providing appropriate recognition





- Represent the City, Department, and Deputy Director in a variety of interdepartmental, intergovernmental, and community matters
- Manage projects to ensure completion within budget and schedule
- Manage finances, personnel, technology, and administration for all programs and grants, including development of budget recommendations
- Provide staff support and work effectively with Council staff, committees, boards, community groups, schools, and staff in other departments and agencies
- Develop and present reports for the City Council, various regional and State agencies, and for grant application and implementation

THE IDEAL CANDIDATE

The ideal candidate is a results-driven professional with previous experience in leading continuous improvement efforts and ensuring timely completion of ongoing programs and various special projects. The successful candidate will be a highly effective communicator who is able to build solid working relationships with executives, stakeholders, peers and staff. Candidates should possess experience in traffic safety and operations. This position demands an individual who possesses exceptional analytical and strategic thinking skills who stays abreast of current and emerging policies.

The key to the success of the candidate selected for the Division Manager position is the balanced combination of exceptional written and verbal communication skills, leadership and analytical skills, the ability

to work effectively with stakeholders, and effectiveness in three critical performance areas:

Environmental Awareness – Experience in a complex political environment; strong commitment to public service; ability to understand and work effectively with multiple stakeholders; demonstrates initiative; anticipates issues and acts on them strategically.

Management of Services – Effectively oversees the delivery of services and efficient allocation and use of resources; knowledge and experience with the principles and practices of planning and data analysis; ability to analyze and use data for decision making, organizing field operations, and improving service delivery; skill in managing competing priorities; ability to participate in budget preparation and administration; commitment to the development and implementation of service and system improvements; ability to complete key projects on time and on budget; demonstrates initiative; knowledge of technology applications and engineering principles and practices.

Organizational Leadership – Ability to establish vision and goals, and provide appropriate direction; ability to integrate City/Department goals and values into day-to-day work principles and practices; ability to effect organizational change; ability to lead and motivate staff and interact with empathy; ability to determine appropriate levels of responsibility and delegate tasks effectively; demonstrates integrity and ethical behavior; strong interpersonal skills and the ability to effectively resolve personnel issues.

Expected Job Competencies

Job Expertise – Knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations. A Professional Certificate of Registration from the State of California in either Civil or Traffic Engineering is desirable.

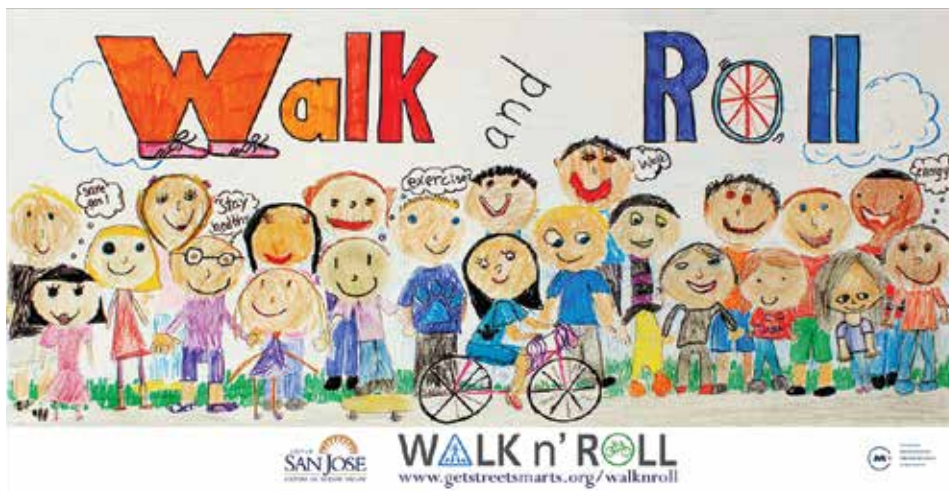
Decision Making – Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.

Leadership – Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational support and direction.

Political Skill – In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.

Project Management – Ensures support for projects and implements agency goals and strategic objectives.

Vision/Strategic Thinking – Supports, promotes and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.



Team Work & Interpersonal Skills –

Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Communication Skills – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to the other people's ideas and thoughts.

Constructive Energies – Ability to demonstrate energy and drive that comes from within, and a willingness to approach all aspects of work with a generally positive attitude. Ability to take appropriate action rather than waiting to be told what to do. Examples of constructive energies include but are not limited to: enthusiasm, honesty, integrity, empathy, dedication, reliability, proactive approach to work, respectful demeanor, confidence, ethical behavior and a willingness to help others.

Education, Certifications, and Experience:

A Bachelor's Degree from an accredited college or university in Engineering, Public Administration, Business Administration, or a closely related field and six (6) years of progressively responsible experience, including three years of supervisory experience, or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Possession of a valid California driver's license. A Professional Certificate of Registration from the State of California in either Civil or Traffic Engineering is desirable.

COMPENSATION AND BENEFITS

The approved salary range for this position goes up to **\$146,668.92** and is scheduled to increase three (3) percent effective July 1, 2017. The actual salary will depend on the qualifications and experience of the individual selected. The City provides an array of benefits including a competitive retirement system with full reciprocity with CalPERS.

Retirement – Competitive retirement system with full reciprocity with CalPERS.

Health Insurance – The City contributes 85% towards the premium for the lowest cost plan. There are several plan options.

Dental Insurance – The City contributes 100% of the premium of the lowest-priced plan for dental coverage.

Personal Time – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually with the ability to earn up to 40 extra hours annually based on performance. Sick Leave is accrued at the rate of 8 hours per month.

Holidays – The City observes 14 paid holidays annually.

Deferred Compensation – The City offers an optional 457 Plan.

Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Insurance – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

This position is open until filled. To be considered, submit a cover letter, list of six work-related references (who will **not** be contacted without prior notice), indication of current salary and a resume that reflects the size of staff, budgets and types of systems you have managed. Your resume should indicate both months **and** years of beginning/ending dates of positions held. Submit the requested materials to:



Pam Derby
CPS HR Consulting
Phone: (916) 263-1401
Email: resumes@cpshr.us
Web-site: www.cpshr.us

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to a preliminary screening interview conducted by the consultant. Thorough reference and background checks will then be conducted on top finalists who may then participate in a final interview with key DOT management staff.

